

OFFICE OF EXTERNAL AFFAIRS

How to Submit a Freedom of Information Act Request

If you wish to make a Freedom of Information Act (FOIA) request, you may submit it by e-mail, fax, or U.S. mail addressed to the Golden Field Office's FOIA Officer at the below listed location or through the following electronic E-FOIA link to submit the request online

<https://www.eere-pmc.energy.gov/externalaffairs/FOIARequest.aspx>

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Please **clearly** mark the mailing envelope, fax or subject line of e-mail **“Freedom of Information Act Request.”** Describe the records you are requesting as completely and accurately as possible, and provide your name, mailing address, e-mail address, and telephone/Fax numbers. A telephone call between the requester and the FOIA contact person may be necessary to clarify a request and expedite processing time.

The FOIA request should address your willingness to pay fees indicating a dollar limit, or request a waiver of fees using the guidance outlined under the “Freedom of Information Act – Costs” link on the FOIA Home Page.